

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-639

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY -
PLANNING AND ZONING - OFFICE OF COMMUNITY DEVELOPMENT

| Item No. | Description | Retention |
|---|---------------------------------------|-----------|
| 1 | Grant Files | 3 years |
| 2 | General Files | 3 years |
| 3 | Projects Files | 3 years |
| 4 | Rehabilitation Files - Case loads | 3 years |
| 5 | Rehabilitation Files - Record-keeping | 3 years |
| (Time of retention period was determined by Federal Regulations OMB Circular A-102 Section 85.42 states 3 years from the date of completion) | | |

Schedule Approved by Department,
Agency, or Division Representative *KMK*

Schedule Authorized by
Hall of Records Commission

7/17/89 *Thomas A. Brown* Planning &
Date Signature Zoning Officer Title

7/24/89 *Cy E. Brown*
Date Signature State Archivist

7-20-89 *[Signature]* Chief Administrative
Date Signature Officer Title